STANDARD OPERATING PROCEDURE

TITLE: RCP Quantitive Location Reconciliation

RESPONSIBILITY	STEP	ACTION
RCP Production	**1**	**Schedule one QLR between S9W and Each DLA Depot for the coming Fiscal Year.**
	2	**On the scheduled QLR day, locate the RCP DAISY Narrow Report 'uder0610 – Daily DZH Transaction Report' in the FTP file. Next to the QLR site you should see a count of DZHs received by DAISY from DSS. Note: For West sites, sometimes the data comes in the day after the scheduled date due to our batch timing.**
	3	**Download the report to Excel.**
	4	**Open the report in Excel (adjusting the margins, adding gridlines, making a blank column to write information). Hold the control + F keys and enter "Code 2" to search for transactions that are not equal to the depot balance.**
	5	**Print the Code 2 transaction for the QLR site.**
	6	**In DAISY, find the corresponding DTID(s) for each NSN for that Depot and write them down. Be sure the condition code also match.**
	7	**If the quantity in DAISY match the quantity on the uder0610, there is no action required.**
	8	**If the quantity in DAISY do not match, go to the Depot's DSS and verify the current quantity. If DAISY is incorrect, bring it into agreement with DSS by doing the appropriate transaction:**

RESPONSIBILITY   **STEP**   **ACTION**

- **- an XAL/loss if the quantity is higher in DAISY**
- **-an XAG/gain if the quantity is lower in DAISY**
- **-a DTID restart if the quantity is 0 in DAISY to bring in the quantity on the same DTID number**
- **- a D6B in Corp Oracle if the quantity is 0 in DAISY and there is no DTID to restart**

9   **Send an email to DRMS-C (Shawn Gray) with the results of your research for the items on the uder0610.**